

This quick reminder aims to give some guidelines on the main steps towards the defense of the thesis.

It does not replace the information available on the web at ☒. **The PhD supervisor must always sign all the forms first.**

For any question, please contact the Doctoral School secretary nathalie.schwart@u-psud.fr - Phone : 01 69 15 75 26

☒ : <https://www.universite-paris-saclay.fr/fr/formation/doctorat/ondes-et-matiere>
<https://www.universite-paris-saclay.fr/fr/Doctorat/Mon-doctorat-mes-demarches/Soutenance>

Doctoral School (ED) advisor : sandrine.leveque-fort@u-psud.fr

T – 3 to 4 Months	<p>1 - The PhD student must organize his/her defense and discuss with his/her supervisor about the selection of the defense committee, taking into account the potential confidentiality of the defense.</p>
T – 2,5 to 3 Months	<p>2 - The PhD student sends by e-mail to his/her ED advisor the names of two proposed <u>external</u> HDR referees with their title, with their position and with their university or parent organization. <i>It is highly recommended, if possible</i> to also send the complete list of the proposed defense committee with the same information. For the research fellows (<i>chargés de recherche</i>) and lecturers (<i>maîtres de conférence</i>) it will be specified if they have the HDR or not.</p> <p>3 - After the ED approval, the PhD student downloads from ADUM the <i>désignation des rapporteurs</i> form (<i>reviewer appointment form</i>) and uploads the list of his/her publications in ADUM. <i>If possible</i> he proceeds similarly for the <i>proposition de jury</i> form (<i>examination panel proposal form</i>). He/She prints the <i>autorisation de soutenance</i> form (<i>thesis defense authorization form</i>), and he/she collects the signature of his/her supervisor on all these forms. Check the availability of the defense committee members in order to fix the defense date.</p> <p>4 - The PhD student makes an appointment with the ED advisor at sandrine.leveque-fort@u-psud.fr. You have to bring : a- mandatory : the <i>final manuscript on a USB stick</i>, b- mandatory : the <i>désignation des rapporteurs</i>, c- if possible : the <i>proposition de jury</i>, d- mandatory : the <i>autorisation de soutenance</i>, all forms being previously signed by your supervisor.</p> <p>5 - The student brings the form <i>désignation des rapporteurs</i> and (if possible) <i>proposition de jury</i> to the IOGS administration (Charlene Joly) who sends an official letter to the referees.</p>
T – 2 Months	<p>6 - The PhD student sends a paper version + electronic version of his/her manuscript to both reviewers and informs them of the expected return date for their reports (1 month before the defense), which will be signed, scanned and e-mailed to sandrine.leveque-fort@u-psud.fr, nathalie.schwart@u-psud.fr and charlene.joly@institutoptique.fr. If the examination committee has already been nominated the student will also send his/her manuscript to the other members of the committee.</p>
T – 4 weeks	<p>7 - If the <i>proposition de jury</i> form could not be finalized before, it has to be done now, starting with the prior approval of the ED mentioned in point 2 above. The form will then be sent electronically to the ED advisor, who will sign it. The student will then bring it to the PhD registration office (C. Joly). An official notice will be sent to the jury by the IOGS and the date of the defense cannot be changed anymore..</p> <p>8 - The PhD student updates his/her ADUM records with : a- his/her updated list of publications, b- the items related to his/her future career, c- a long-term <i>personal</i> e-mail address, d- the items related to his/her training ; and, finally, e- the student uploads in ADUM his/her manuscript in PDF and downloads the necessary forms for its legal deposit.</p> <p>9 - If the sections of point 8 are complete in ADUM, the ED advisor will sign the <i>autorisation de soutenance</i> form upon receipt of two positive reports and will forward this form and the two reports to the PhD student and to his/her supervisor.</p> <p>10 - - The PhD student brings immediately the <i>autorisation de soutenance</i> form and a copy of the two reports to the PhD registration office (C. Joly), and sends his/her manuscript to the jury if it is not already done.</p> <p>11 - The PhD student initiates the legal deposit of his/her manuscript by contacting the relevant service at mediatheque@institutoptique.fr <i>This step prevents the defense if it is not performed.</i></p>
T – 3 weeks	<p>12 - The PhD student makes the first legal deposit of his/her manuscript at the library (<i>IOGS médiathèque</i>).</p>
T – 2 days	<p>13 - The student downloads from ADUM his/her <i>dossier de soutenance</i> and sends it to his/her supervisor.</p>
T + 1/3 MOIS	<p>14 – After the defense the PhD student has one month maximum for minor corrections, or up to three months in case of major corrections, to perform the second legal deposit of his/her manuscript.</p> <p><i>This step is mandatory to issue the diploma.</i></p>